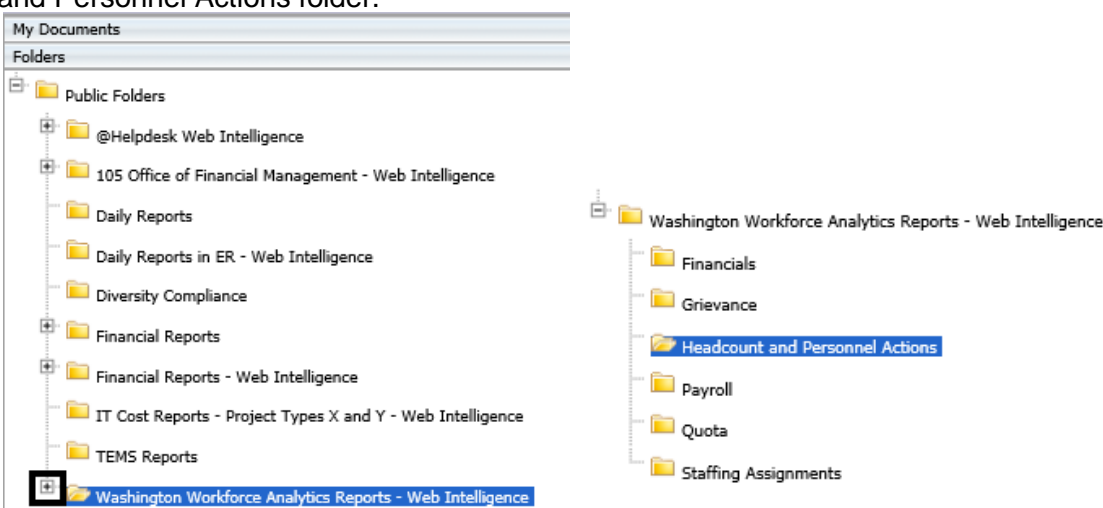## Diversity New Hires (HPA-004)

Description: Number and percent of hire and rehire actions by diversity category. Individual views include Diversity - New Hires (Perm Only) and Diversity - New Hires (Perm & Non-Perm). Excludes non-employees.

- ✓ **Universe** WWA EDW Headcount and Personnel Actions.unx
- ✓ **Required filter prompt** Calendar Year Month
- ✓ **New Hires (Perm Only) (default view)** Number and percent of hire and rehire actions by diversity category for permanent or intended to become permanent employees only. Seasonal employees are not included in permanent actions.
- ✓ **New Hires (Perm & Non-Perm)** Number and percent of hire and rehire actions by diversity category, including non-permanent and seasonal employees.
- ✓ **Additional information** Beginning February 2015, Ethnic Origin is the primary source for persons of color for enterprise affirmative action reporting.

The standard report is located in the Washington Workforce Analytics Reports – Web Intelligence > Headcount and Personnel Actions folder.

Sample - Diversity - New Hires > New Hires (Perm Only) View

Prompts

Prompt values restrict the data pulled from the Enterprise Data Warehouse.

Required Prompt must include value(s) for Calendar Year Month.

Optional Prompts

- ✓ Business Area (EE)
- ✓ Business Area Code (EE)
- ✓ Job (EE)
- ✓ Job Class Abbr (EE)
- ✓ Job Code (EE)
- ✓ Personnel Area (EE)
- ✓ Personnel Area Code (EE)
- ✓ Personnel Subarea (EE)
- ✓ Personnel Subarea Code (EE)

Query Results

Default Data Fields

These fields are included in the standard report by default and should not be removed. Adding or removing default data fields will impact the integrity of the data.

- ✓ Number of Actions
- ✓ Female
- ✓ Gender X/Non-Binary
- ✓ LGBTQ+
- ✓ Persons with Disabilities
- ✓ Veterans
- ✓ Vietnam Era Veterans
- ✓ Veterans with Disabilities
- ✓ Military Spouse
- ✓ Age 40 and Over
- ✓ Persons of Color
- ✓ American Indian/Alaskan Native
- ✓ Asian/Pacific Islander
- ✓ Black/African American
- ✓ Hispanic/Latino
- ✓ Ethnic Origin: Not Assigned
- ✓ Male
- ✓ White/Caucasian

Additional Fields

These fields may be added to the standard report views for additional analysis. Adding or removing additional data fields will not impact the integrity of the data, but may impact formatting.

- ✓ Action Reason
- ✓ Action Reason Code
- ✓ Action Type
- ✓ Action Type Code
- ✓ Action Calendar Year
- ✓ Action Calendar Year Month
- ✓ Action Calendar Year Quarter
- ✓ Action Fiscal Year
- ✓ Action Fiscal Year Month
- ✓ Action Fiscal Year Quarter
- ✓ Business Area (EE)
- ✓ Business Area Code (EE)
- ✓ Calendar Year
- ✓ Calendar Year Month
- ✓ Calendar Year Quarter
- ✓ Contract Type
- ✓ Duty Station County
- ✓ Employee Group (EE)
- ✓ Employee Subgroup (EE)
- ✓ Employment Status
- ✓ Fiscal Year
- ✓ Fiscal Year Month
- ✓ Fiscal Year Quarter
- ✓ Job (EE)
- ✓ Job Class Abbr (EE)
- ✓ Job Code (EE)
- ✓ Name – Full
- ✓ Organizational Unit
- ✓ Organizational Unit Code
- ✓ Part Time Indicator
- ✓ Pay Area (EE)
- ✓ Pay Area Code (EE)
- ✓ Personnel Area (EE)
- ✓ Personnel Area Code (EE)
- ✓ Personnel Number
- ✓ Personnel Subarea (EE)
- ✓ Personnel Subarea Code (EE)
- ✓ Position
- ✓ Position Code
- ✓ Unemployment County
- ✓ Unemployment County Code
- ✓ Work Contract
- ✓ Work Contract Code
- ✓ Workforce Indicator (EE)
- ✓ Workforce Indicator Code (EE)

Measures

These measures are included in the standard report and should not be removed. Adding or removing measures will impact the integrity of the data.

- ✓ Age (Years)

✓ Number of Actions

Restrictions and Calculations

Restrictions and calculations are built in to the report to create standardized results across the enterprise. This report contains combined dimensions.

Diversity Categories

Note: Beginning February 2015, Ethnic Origin became the primary source for persons of color for enterprise affirmative action reporting.

Washington Workforce Analytics determines Ethnic Origin, Disability Status, and Veteran Status based on an employee's Additional Personal Data infotype (0077) start date. If an employee's master data is updated and a new record is created, only reports run with a prompt date equal to or after the start date of the new record will reflect the updated values.

Age 40 and Over
Age (Years):
✓ Greater than or equal to 40

American Indian/Alaskan Native
Ethnic Origin Code:
✓ 05 American Indian/Alaskan

Asian/Pacific Islander
Ethnic Origin Code:
✓ 04 Asian or Pacific Islander

Black/African American
Ethnic Origin Code:
✓ 02 Black/Not Hispanic origin

Ethnic Origin: Not Assigned
Ethnic Origin Code:
✓ (blank)

Female
Gender:
✓ Female

Hispanic/Latino
Ethnic Origin Code:
✓ 03 Hispanic

Male
Gender:
✓ Male

Persons of Color
Ethnic Origin Codes:
✓ 02 Black/Not Hispanic origin
✓ 03 Hispanic
✓ 04 Asian or Pacific Islander
✓ 05 American Indian/Alaskan

Persons with Disabilities
Disability Status Code:

✓ X Has a disability (or previously had one)

Veterans
Veterans Status:
✓ Armed Forces Service Medal Veteran
✓ Disabled Veteran
✓ Other Protected Veteran
✓ Recently Separated Veteran
✓ Special Disabled Veteran
✓ Vietnam Era Veteran

Veterans with Disabilities
Veteran Status:
✓ Special Disabled Veteran

Vietnam Era Veterans
Veteran Status:
✓ Vietnam Era Veterans

White/Caucasian
Ethnic Origin Code:
✓ 01 White/Not Hispanic

Diversity – New Hires (Perm Only)

Actions Type Code:
- ✓ U0 New Hire

Action Reason Codes:
- ✓ 02 Probationary
- ✓ 04 ZDNU – WMS Appmt With Review
- ✓ 05 WMS
- ✓ 06 Employee Business Unit
- ✓ 07 Retiree
- ✓ 10 Exempt
- ✓ 11 In-Training
- ✓ 13 Project
- ✓ 19 ZDNU - Reemployment
- ✓ 25 ZDNU – Trial Service
- ✓ 26 Higher Ed to Gnl Gvt

Action Type Code:
- ✓ U6 Rehire

Action Reason Codes:
- ✓ 02 Probationary
- ✓ 04 ZDNU – WMS Appmt With Review
- ✓ 05 WMS
- ✓ 06 Employee Business Unit
- ✓ 07 Retiree
- ✓ 10 Exempt
- ✓ 11 In-Training
- ✓ 13 Project
- ✓ 15 ZDNU - Reemployment
- ✓ 18 Layoff List
- ✓ 24 ZDNU – Trial Service Apptmt
- ✓ 27 GGTP
- ✓ 30 Higher Ed to Gnl Gvt
- ✓ 31 Permanent

Work Contract Codes – Permanent (Actions):
- ✓ 00 In Training
- ✓ 02 Probationary
- ✓ 03 Trial Service
- ✓ 04 InTrng/Prob
- ✓ 05 In Trng/Trl Srv
- ✓ 06 Apprentice
- ✓ 07 Apprntc/Prob
- ✓ 08 Apprntc/Trl Srv
- ✓ 10 Transitional
- ✓ 11 ZDNU-Tran Intra
- ✓ 13 Apprntc/Trnstnl
- ✓ 16 Exempt
- ✓ 20 Project
- ✓ 21 Project TrSvc
- ✓ 22 Project – Prob
- ✓ 23 WMS Review
- ✓ 25 Board/Comm
- ✓ NULL Permanent

Diversity – New Hires (Perm & Non-Perm)

Actions Type Code:
- ✓ U0 New Hire

Action Reason Codes:
- ✓ 02 Probationary
- ✓ 04 ZDNU – WMS Appmt With Review
- ✓ 05 WMS
- ✓ 06 Employee Business Unit
- ✓ 07 Retiree
- ✓ 10 Exempt
- ✓ 11 In-Training
- ✓ 12 Non Perm On Call
- ✓ 13 Project
- ✓ 14 Seasonal - Career
- ✓ 18 Non-Perm Limited
- ✓ 19 ZDNU - Reemployment
- ✓ 25 ZDNU – Trial Service
- ✓ 26 Higher Ed to Gnl Gvt

Action Type Code:
- ✓ U6 Rehire

Action Reason Codes:
- ✓ 02 Probationary
- ✓ 04 ZDNU – WMS Appmt With Review
- ✓ 05 WMS
- ✓ 06 Employee Business Unit
- ✓ 07 Retiree
- ✓ 10 Exempt
- ✓ 11 In-Training
- ✓ 12 Non-Perm On Call
- ✓ 13 Project
- ✓ 15 ZDNU - Reemployment
- ✓ 18 Layoff List
- ✓ 19 Seasonal - Career
- ✓ 23 Non-Perm Limited
- ✓ 24 ZDNU – Trial Service Apptmt
- ✓ 27 GGTP
- ✓ 30 Higher Ed to Gnl Gvt
- ✓ 31 Permanent

Work Contract Codes:
- ✓ No restrictions

Non-Employees Exclusions

Exclude the following Organizational Unit Codes:

- ✓ 30002393 FPB – Preparedness - Mobes
- ✓ 31000100 EMERGENCY FIRE FIGHTERS
- ✓ 31000101 EMERGENCY FIRE FIGHTERS
- ✓ 31000175 EMERGENCY FIRE FIGHTERS
- ✓ 31000176 EMERGENCY FIRE FIGHTERS
- ✓ 31000177 EMERGENCY FIRE FIGHTERS
- ✓ 31000178 EMERGENCY FIRE FIGHTERS
- ✓ 31000179 EMERGENCY FIRE FIGHTERS
- ✓ 31007000 FPB – Preparedness – Fire Mobes

Exclude the following Pay Area Code (EE):

- ✓ 44 Work Study Student

Exclude the following Personnel Area Codes (EE):

- ✓ 2201 Vol Firefighters/Res Officers
- ✓ 2251 WSP Disabled Non-Employee
- ✓ 2451 Mil Dept Misc Active Duty
- ✓ 3430 Higher Ed Coor Board
- ✓ 3460 Higher Ed Facilities
- ✓ 4611 Ecology Youth Corps
- ✓ 4612 Wa Conservation Corps
- ✓ 5401 Aberdeen Wex
- ✓ 5402 Bingen Wex
- ✓ 5403 Clallum Wex
- ✓ 5404 Kitsap Wex
- ✓ 5405 Okanogan Wex
- ✓ 5406 Okanogan Wex 2
- ✓ 5407 Rainier Wex
- ✓ 5408 Snohomish Wex
- ✓ 5409 Spokane Wex
- ✓ 5410 Tri-Cities Wex
- ✓ 5411 Americorp Star Vista
- ✓ 5412 Wa St Americorps
- ✓ 5413 JTPA 402 Prog Wen
- ✓ 5414 Washington Service Corps
- ✓ 5415 Washington Service Team
- ✓ 5416 Yakima Wex

Exclude the following Personnel Subarea Code:

- ✓ 0005 Non-Employee

Exclude the following Work Contract Code:

- ✓ 24 Non-Employee

Number

- ✓ Sum of Number of Actions by Diversity Category

Number of Actions

- ✓ Total Number of Actions

Percent

- ✓ Number divided by Number of Actions